

SHELTON STATE FALL SCHEDULE 1995

AN OPEN LETTER TO THE PEOPLE OF WEST ALABAMA

New Time. New World. New Shelton.

THE CAMPAIGN FOR WEST ALABAMA'S FUTURE

Thank you West Alabama, for your support of Shelton State's Capital Campaign. We are pleased to announce gifts and pledges totaling more than \$850,000 toward our goal of \$1.2 million! the funds raised will stay in Tuscaloosa County and will be used to purchase equipment to train our community's work force.

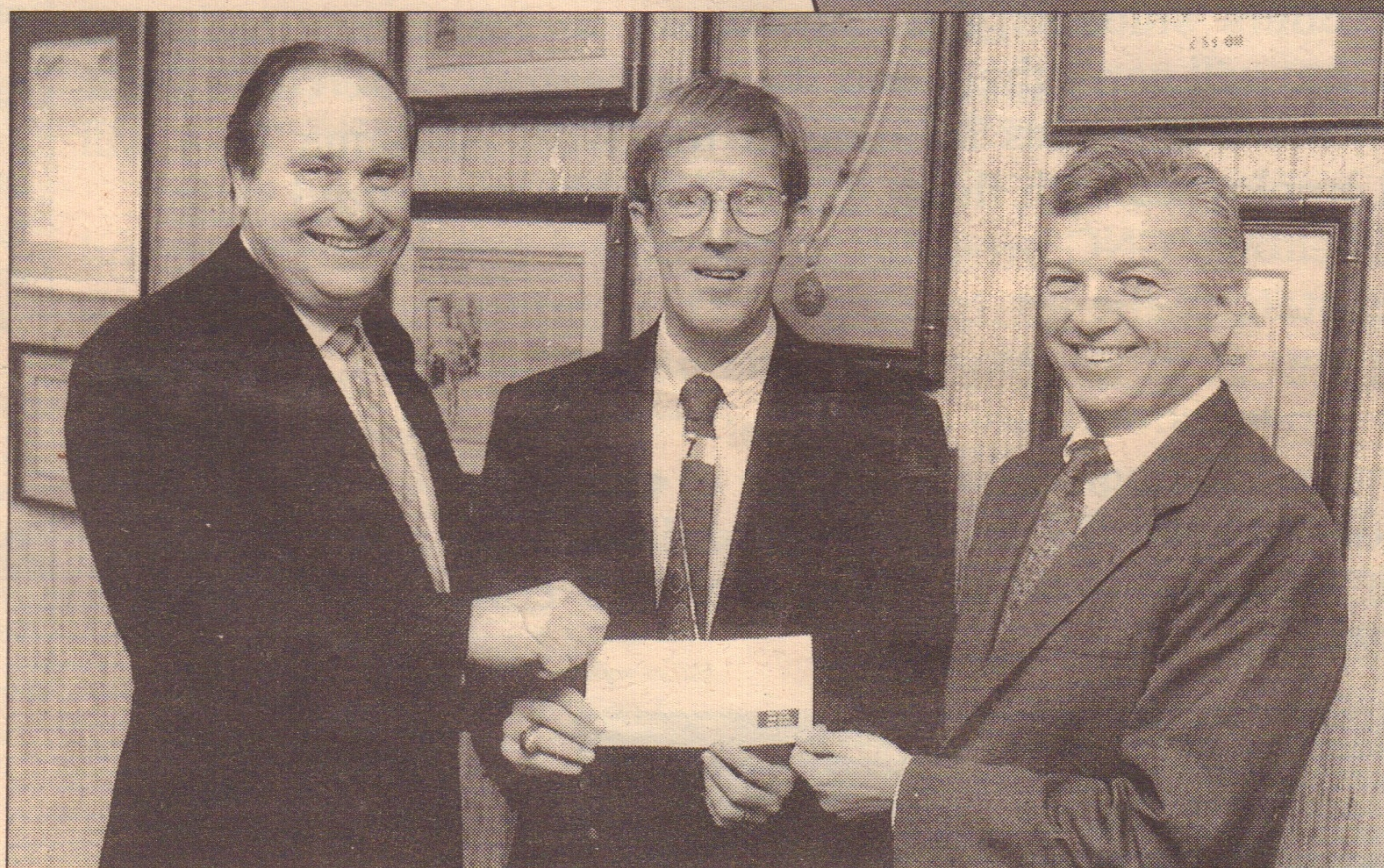
In West Alabama, it's difficult to find a family or business that has not been helped in some way by Shelton. As we approach the 21st century, Shelton will mark a milestone as we build the new Shelton campus. Shelton is truly poised for greatness as we complete the task of securing the funds for the new Shelton.

The College's Capital Campaign is designed to rally the support of the entire Shelton community — major corporations, foundations, and benefactors; Shelton's faculty, staff, and distinguished alumni; and every citizen in West Alabama who believes in continuing Shelton's great tradition of service to the citizens and businesses of West Alabama.

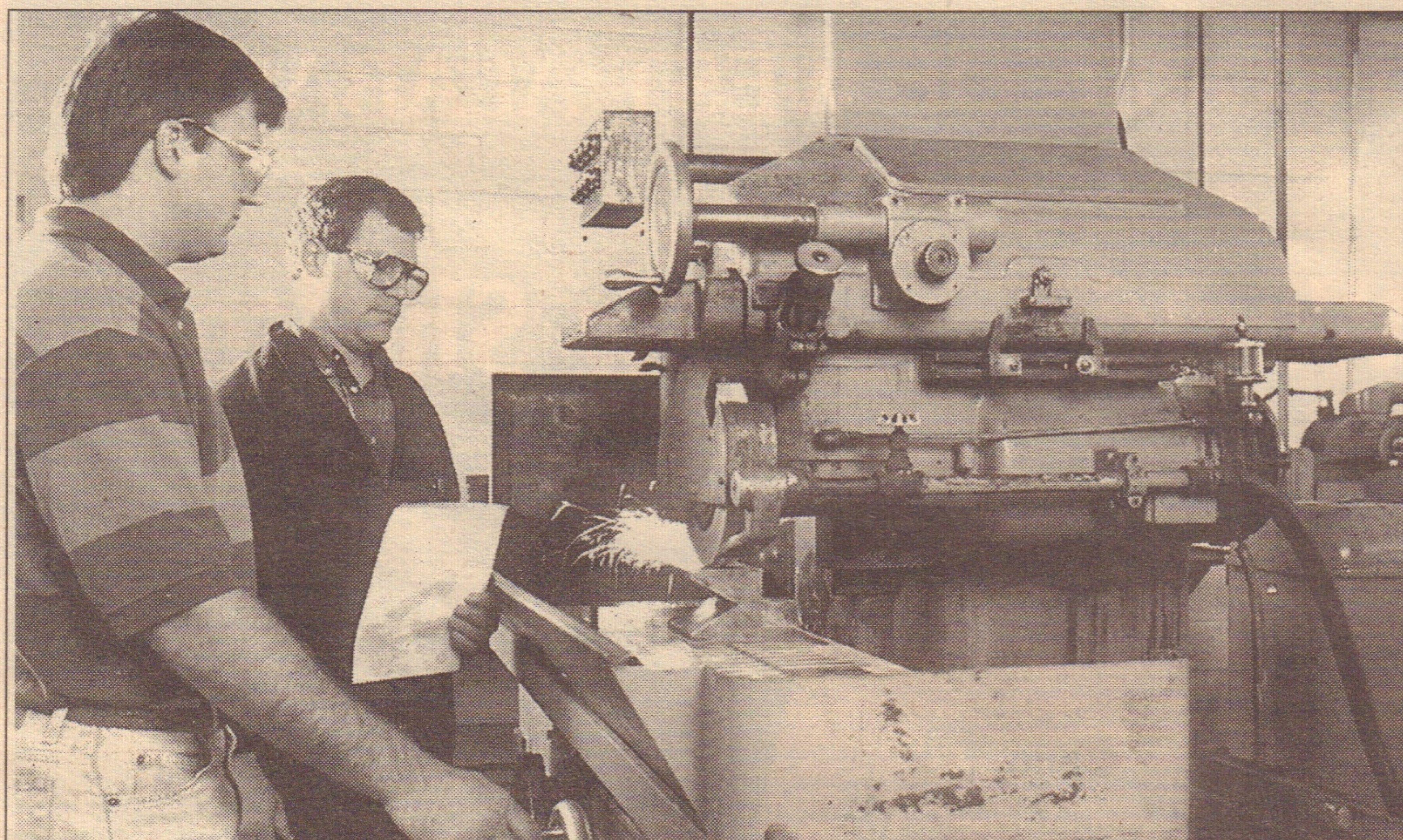
We are facing a formidable financial hurdle. Yet, we believe in the people of West Alabama and in their desire to have the finest facilities, equipment, programs and endowments at Shelton so that the College can continue its long tradition of service to West Alabama.

Sincerely,

Thomas E. Umphrey
President
Shelton State Community College



SHELTON STATE FALL SCHEDULE 1995

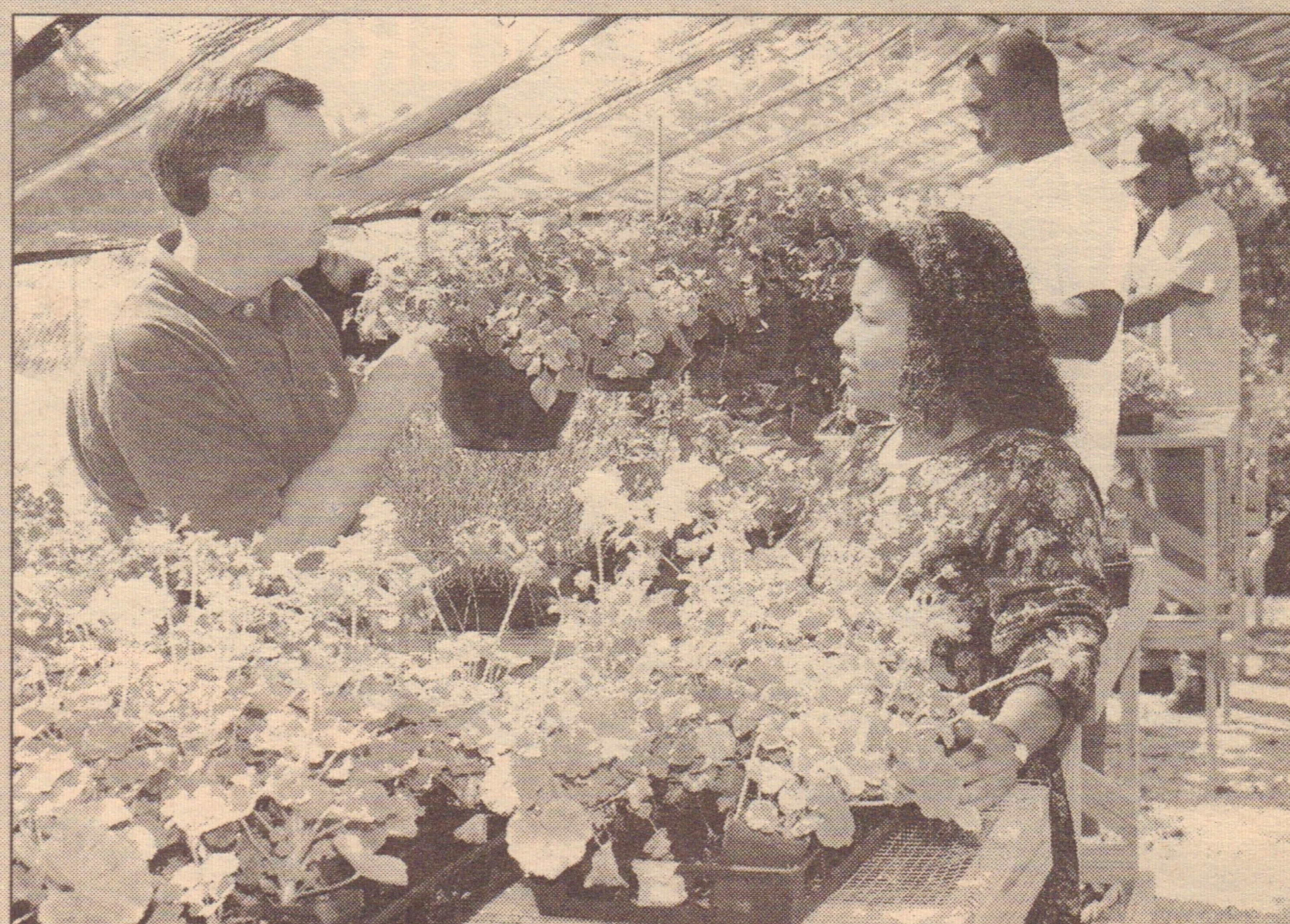


ARE YOU INTERESTED IN A NEW CAREER FOR THE FUTURE?

Shelton State's Computerized Numerical Control department offers students the opportunity to learn new technical skills that will carry them into the next century. Mercedes Benz and other companies locating in the West Alabama area will need employees with these types of highly specialized skills.

Shelton's CNC program is the oldest one in the state and offers state-of-the-art training. This spring the L.S. Starrett Company of Athol, Massachusetts gave Shelton's CNC department a new coordinate measuring machine. Starrett has also committed to upgrading this piece of equipment every few years in order to keep the program up-to-date.

For information on the CNC program, contact Jack Moore, 391-2444.



SHELTON'S LAWN AND TURF MANAGEMENT PROGRAM

Are you getting ready for a fall garden? If so, what types of plants grow best in our area? Or, perhaps you are considering landscape management as a new career? Whatever your reasons may be, Shelton's Lawn and Turf Management program offers you an opportunity to learn more about an exciting field. The Lawn and Turf Management program is a 50-hour certificate program that normally takes three semesters to complete. There are two parts to the program and each offers a certificate. The first program offers a certificate in landscape operations and management. As part of this program, Shelton offers classes in landscape design, propagation, green house design and plant identification. The second certificate program is turf grass management. These classes include golf course management, a turf grass class, and a class on how to deal with commercial pesticides.

For more information on the Lawn and Turf Management program, contact Ted Mitchell at the C.A. Fredd Campus, 391-2629.

**WORDPERFECT 6.0
FOR WINDOWS**
SEE: OAD 228
OFFICE ADMINISTRATION
OR CALL 391-2438

**Introduction to
WINDOWS**

OAD 231
Friday - 12:30 - 3:30
For More Information
Call 391-2438

ANNOUNCING

CPS EXAMINATION November 4, 1995

The CPS (Certified Professional Secretary) Examination, a department of Professional Secretaries International (PSI) will be administered November 4, 1995, at Shelton State Community College.

Application, fees and supporting documents must be postmarked by September 1, 1995. For application and more information call 391-2438.

SHELTON STATE FALL SCHEDULE 1995

SHELTON STATE SUPPORTS THE ARTS

Shelton State Community College offers a wide range of courses for people who are interested in the arts - commercial, visual, and performing. The arts offer people the opportunity to broaden their own lives while at the same time, exploring careers in new and exciting fields.

One of Shelton's newest programs is Commercial Art. Although currently located on the college's C.A. Fredd Campus, the program will move to Shelton's new campus next year when the first phase of the building is completed. This fall the Commercial Art program will offer classes in basic drawing, basic design, advertising design and textile screen printing. To register or for more information, contact Angela Laporte, 391-2634.

Shelton's Music program, one of the oldest and most established departments on campus, offers a number of courses in voice, piano, music appreciation, and fundamentals of music. The award-winning Shelton Singers have long been one of the college's greatest assets. Shelton now has two additional musical groups, the Brass and Jazz ensembles. Another popular musical group is the Senior Singers, a group ensemble composed of senior citizens. For more information, contact Syble Coats, 391-2270.

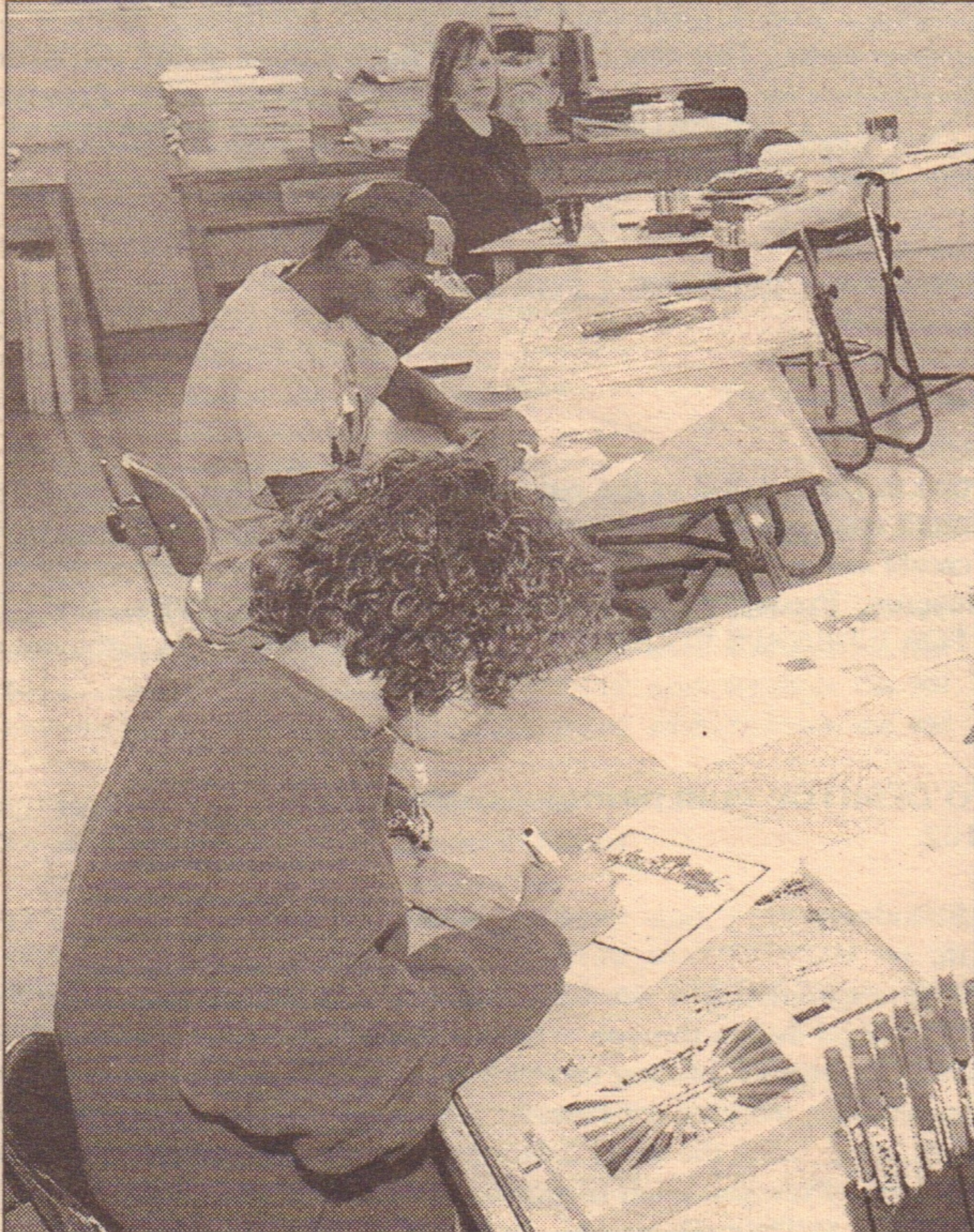


Several year ago, Shelton began a dance program that offers classes in ballet, modern dance and jazz. These classes, which may be taken for credit or for noncredit, are taught downtown at Stage Centre. Shelton also offers classes in ballet for children. For information on the dance program, call Louise Crofton, 345-4962, or Leigh Richey, 359- 1023.



Shelton's Art program offers students a wide range of educational opportunities. Instructor Krist Lien, who joined the college faculty this past year, will offer classes in drawing, painting, photography, art history, and art for teachers this fall. Shelton's Art classes are also a popular program for senior citizens who are interested in taking classes "just for fun." To obtain additional information on the Art program at Shelton, contact Lien at 391-2366.

Under the direction of the multi-talented Paul Looney, Shelton's Theater program has grown to be one of the most respected in the Southeast. Shelton's Theater program will offer classes this fall in acting techniques, theatre workshop and stage movement. Shelton also helps support Theatre Tuscaloosa. For information on the Theater program, call Looney, 345-3912.



SHELTON STATE FALL SCHEDULE 1995

C • SHELTON STATE • CONTINUING EDUCATION N

REGISTRATION INFORMATION

For information on Continuing Education classes, call (205) 391-2360. For your convenience, three enrollment options are available: (1) credit payment by telephone, using MasterCard or VISA; (2) payment in person, office # 211 on the Skyland Campus; (3) payment by check or money order made payable to Shelton State Community College and mailed to:

Division of Continuing Education
Shelton State Community College
202 Skyland Boulevard
Tuscaloosa, AL 35405
Attn: June Hollingsworth

Enrollment is not official until payment is received. If your business or organization is paying the registration fee, please copy the requisition form or other information that reflects your request for payment. If the course has been filled at the time the registration form and fee are received, your payment will be returned. Incomplete application forms will not be processed.

Name: _____		
Address: _____		
City _____	State _____	Zip _____
Phone: Home: _____		Work: _____
Social Security# _____		
MasterCard #: _____		EXD _____
VISA # _____		EXD _____
Class/es desired: _____		
Amount enclosed: _____		

CEU POLICY

Continuing Education Units (CEUs) are offered for many of the Continuing Education courses. One CEU is granted for each ten contact hours of class instruction. In order for a participant to qualify for the CEU, he/she must attend at least ninety percent of the classes and display an understanding of the information covered in the course.

CANCELLATION POLICY

Class participants have three working days following the first class meeting to file a written request for a refund. The request should include name, address, telephone number and social security number; a statement regarding the reason for the request; course name and number; instructor's name and class meeting schedule. This deadline will not be extended under any circumstances. All registrations will automatically be refunded for class cancellations due to insufficient enrollment.

COMPUTERS ○○○○○○○○

Customized computer courses specifically designed to meet your needs may be contracted for your business or organization for groups of 15 or more. For more information, contact (205) 391-2360.

CEU 126-01 BASICS FOR DOS & WINDOWS I

Skyland Campus Room 212 Cost: \$75
1.5 CEU - 5 sessions Max. 18 students
Instructor: Anthony Flannigan
Thurs. Sept 7 - Oct. 5 2 - 5:15 p.m.
Preregistration is required by August 31, 1995.

CEU 126-02 BASICS FOR DOS & WINDOWS II

Fredd Campus Room 102 Cost: \$75
1.5 CEU - 5 sessions Max. 18 students
Instructor: Mike Gibson
Mon. Sept. 11 - Oct. 9 6 - 9:15 p.m.

Lose your fear of computers with this intro to basic terms and programs. Have fun discovering basic computer terminology and gaining IBM PC familiarity. You will become familiar with hardware and software, and learn basic information regarding DOS & Windows. This course provides a solid foundation for beginning PC users and is encouraged as a prerequisite for other computer classes. Preregistration is required by Sept. 1, 1995. Text: WINDOWS 3.1 QUICK START, by Bergerud & Busche. Bring one 3.5" high density disk.

CEU 106-01 INTRODUCTION TO WORDPERFECT FOR WINDOWS 6.0

15th Street Campus / Data Processing Rm. 102
1.8 CEU - 6 sessions Cost: \$75
Instructor: Helen Sides Max. 18 students
Thurs. Aug. 24 - Sept. 28 5:30 - 8:45 p.m.

Learn to use this popular word processing software package in the Windows environment. Topics include basic Windows concepts such as print/print preview, save, open retrieve, cursor movement, date command, editing, selecting text, move/copy, speller/thesaurus/Grammatik, merge, and use of the mouse. Formatting will also be covered including margins, tabs, centering, flush right, underline, bold, justification, line spacing, page numbering, indenting, page breaks, and reveal codes. Preregistration is required by Aug 17, 1995. Text: WORDPERFECT FOR WINDOWS TUTORIAL & APPLICATIONS, by Mary Alice Eisch. Bring one high density 3.5" disk.

CEU 120-01 INTERMEDIATE WORDPERFECT FOR WINDOWS 6.0

15th St. Campus / Data Processing Room 102
1.8 CEU - 6 sessions Cost: \$75
Instructor: Helen Sides Max. 18 students
Thurs. Oct. 12 - Nov. 16 5:30 - 8:45 p.m.

Prerequisite to this course is Introduction to WordPerfect for Windows 6.0 or the equivalent. Continue to expand your knowledge of WP 6.0 by learning to create macros, tables, labels, form letters, envelopes, sort, use columns, and work with graphics. Learn to use button bars, tables, sort, merge, templates, styles, spreadsheets, and table charts. Discover how to use the outline function and work with directories and files. Preregistration is required by Sept. 28, 1995. Text: WORDPERFECT FOR WINDOWS TUTORIAL & APPLICATIONS, by Mary Alice Eisch. Bring one high density 3.5" disk.

CEU 104-01 INTRO TO LOTUS 1-2-3 RELEASE 4 FOR WINDOWS

15th St. Campus Data Processing Rm. 102
1.8 CEU - 6 sessions Cost: \$75
Instructor: Helen Sides Max. 18 students
Sat. Sept. 9 - Oct. 14, 1995 9 - 12:15 p.m.

In addition to learning the basic terminology, IBM PC familiarity and knowledge of DOS, you will learn Lotus commands and functions. You will develop a level of proficiency in spreadsheet publishing, multiple applications, databases and automating worksheet tasks. This new Lotus 1-2-3 for Windows allows you to simplify many tasks and to use memory more efficiently for faster processing and larger spreadsheets. Preregistration is required by Sept. 1, 1995. Text: PRACTICAL APPROACH TO LOTUS 1-2-3 FOR WINDOWS RELEASE 4 COMPLETE COURSE, by Groneman. Bring one high density 3.5" disk.

CEU 158-01 INTERMEDIATE LOTUS 1-2-3 RELEASE 4 FOR WINDOWS

15th St. Campus Data Processing Room 102
1.8 CEU - 6 sessions Cost: \$75
Instructor: Helen Sides Max. 18 students
Sat. Oct. 28 - Dec. 9 9 - 12:15 p.m.

Prerequisite for this class is Introduction to Lotus 1-2-3 or the equivalent. Learn to enter data, save, edit, copy, move data. Database management terminology, commands, use of dates and wild cards in Lotus 1-2-3; sorting of query commands; how to create and print graphs. Learn time saving features such as file combine, file xtract, linking files and creating macros. Preregistration is required by October 20, 1995. Text: PRACTICAL APPROACH TO LOTUS 1-2-3 FOR WINDOWS RELEASE 4 COMPLETE COURSE, by Groneman. Bring one high density 3.5" disk.

CEU 133-01 INTRODUCTION TO DESKTOP PUBLISHING / PAGEMAKER 5.0

15th Street Data Processing Room 102
1.8 CEU - 6 sessions Cost: \$75
Instructor: Eva Lee Plyler Max. 18 students
Sat. Sept. 9 - Oct. 14 1 - 4:15 p.m.

Those who register for this class must have experience in word processing and Windows. Learn the desktop publishing concept and some elements of good design through activities that will include: creating, copying, cutting, pasting, breaking, and combining textblocks; placing text files in a publication using columns and layout grids; using several Aldus Additions utilities; working with master pages; changing publication defaults (font, size, leading, paragraph alignment, etc.); using the Story Editor and the Control palette; and creating signs, flyers, programs, and simple catalogs. Preregistration is required by September 1, 1995. Text: DESKTOP PUBLISHING WITH PAGEMAKER 5.0, by Deborah Hinkle. Bring one high density 3.5" disk.

SHELTON STATE FALL SCHEDULE 1995

C • SHELTON STATE • CONTINUING EDUCATION N

CEU 159-01 INTERMEDIATE DESKTOP PUBLISHING / PAGEMAKER 5.0

15th Street Data Processing Room 102

1.8 CEU - 6 sessions Cost: \$75

Instructor: Eva Lee Plyler Max. 18 students

Sat. Oct. 28 - Dec. 9 1-4:15 p.m.

Prerequisite for this course is Introduction to Desktop Publishing or equivalent experience with Pagemaker. You will expand your knowledge of desktop publishing through the following activities: rotating, skewing, and reflecting text to create special effects; using Pagemaker's drawing tools to add graphic elements; modifying lines and shapes; learning about different types of graphics files and import filters; importing, copying, cutting, pasting, resizing and modifying graphics; wrapping text around graphics; using templates, style sheets and the table editor; and creating certificates, brochures, and newsletters. Preregistration is required by October 20, 1995. Text: DESKTOP PUBLISHING WITH PAGEMAKER 5.0, by Deborah Hinkle. Bring one high density 3.5" disk.

CEU 128-01 INTRO TO MICROSOFT WORD OR WINDOWS 6.0

Skyland Campus Room 212

1.8 CEU - 6 sessions Cost: \$75

Instructor: Linda Carroll Max. 18 students

Tues. Sept. 5 - Oct. 10 6-9:15 p.m.

Word for Windows is the most powerful word processor written by Microsoft for the Windows environment. Topics include opening, closing, saving, previewing, and printing documents; bullets and numbering; fonts; character and paragraph settings; move/copy; search/replace; mouse movement; spellers, thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers/footers; page numbering; time and date key; document views; selecting text; scroll bars; pagination; shortcut keys, inserting files and graphics. Preregistration is required by August 29, 1995. Text: WORD 6 FOR WINDOWS QUICK START, by Suzanne Weixel. Bring one high density 3.5" disk.

CEU 160-01 INTERMEDIATE MICROSOFT WORD FOR WINDOWS 6.0

Skyland Campus Room 212

1.8 CEU - 6 sessions Cost: \$75

Instructor: Linda Carroll Max. 18 students

Tues. Oct. 24 - Nov. 28 6-9:15 p.m.

Prerequisite for this course is Intro to Microsoft Word for Windows or the equivalent. Learn to use style design, mail merge, graphics, tables, and produce forms. Advanced document management and some desktop publishing will also be included as well as integrating with other Windows applications. Preregistration is required by October 17, 1995. Text: WORD 6 FOR WINDOWS QUICK START by Suzanne Weixel. Bring one high density 3.5" disk.

CEU 132-01 INTRODUCTION TO MICROSOFT EXCEL FOR WINDOWS 5.0

Skyland Campus Room 212

1.8 CEU - 6 sessions Cost: \$75

Instructor: Richard Carroll Max. 18 students

Thurs. Sept. 7 - Oct. 12 6-9:15 p.m.

Microsoft Excel is a powerful spreadsheet program which performs financial, mathematical and logical functions displaying and linking multiple spreadsheets. You will learn to add emphasis to numeric data on the screen and to print documents by adding borders, boxes, shading and more. The class will concentrate on work sheets, working with ranges, using functions, editing, moving & copying data, graphing, project-costing, commands and non-command macros, and linking spreadsheets. Preregistration is required by Aug. 31, 1995. Text: EXCEL 5 FOR WINDOWS STEP BY STEP, by Catapult, Inc. Bring one high density 3.5" disk.

CEU 161-01 INTERMEDIATE MICROSOFT EXCEL FOR WINDOWS 5.0

Skyland Campus Room 212

1.8 CEU - 6 sessions Cost: \$75

Instructor: Richard Carroll Max. 18 students

Thurs. Oct. 26 - Dec. 7 6-9:15 p.m.

Prerequisite for this course is Introduction to Microsoft Excel or the equivalent. Creating charts and sorting data is easy in Excel. Learn to create, modify and format charts; autofilters, work with graphics, sort data and use Autofilter. Learn to customize your work area, use advanced formula construction, troubleshoot, use multiple file linking, consolidate worksheets, and use the protect and display options. Preregistration is required by Oct. 19, 1995. Text: EXCEL 5 FOR WINDOWS STEP BY STEP, by Catapult, Inc. Bring one high density 3.5" disk.

CEU 129-01 INTRO TO MICROSOFT WORKS FOR WINDOWS VERSION 3

Fredd Campus Room 102

1.8 CEU - 6 sessions Cost: \$75

Instructor: Mike Gibson Max. 18 students

Mon. Oct. 16 - Nov. 13 6-9:15 p.m.

This class will provide instruction in three major functions of this program including word processing, database management and spreadsheet. In word processing, learn to create, load, save, print, edit and format documents, using footnotes and other functions. The database and spreadsheet instruction includes creating, loading, saving, sorting, searching, querying, reporting and printing from databases and spreadsheets. Preregistration is required by Oct. 9, 1995. Text: USING MICROSOFT WORKS 3 FOR WINDOWS by Debbie Walkowski and George R. Beinhorn. Bring one 3.5" high density disk.

CEU 162-01 INTRODUCTION TO POWERPOINT VERSION 3.0

Skyland Campus Room 212

1.2 CEU - 4 sessions Cost: \$75

Instructor: Steve Dansby Max. 18 students

Sat. Sept. 9 - Sept. 30 9-12:15 p.m.

Prerequisites for this course include knowledge of Windows and wordprocessing. Powerpoint is an excellent presentation package that includes drawing, graphics and word processing capabilities. Learn to create and enhance presentations. Preregistration is required by September 1, 1995. Text: TBA. Bring one high density 3.5" disk.

CEU 163-01 INTRODUCTION TO HARVARD GRAPHICS FOR WINDOWS

15th Street Campus Building 9 Room

1.2 CEU - 4 sessions Cost: \$75

Instructor: Dottie Jordan Max. 18 students

Sat. Nov. 11 - Dec. 9 1-4:15 p.m.

Prerequisites for this course include knowledge of Windows and wordprocessing. Get hands-on experience making basic presentations by creating and presenting information in graphic form. Determine the most appropriate use of drawing tools, creating text, selecting the most effective charts or graphs. Enhance your presentations by use of slides on screen shows, importing and exporting data. Preregistration is required by November 3, 1995. Text: HARVARD GRAPHICS FOR WINDOWS by Anna L. Slepecky. Bring one high density 3.5" disk.

CEU 164-01 INTRODUCTION TO ACCESS

Skyland Campus Room 212

1.2 CEU 4 sessions Cost: \$75

Instructor: Dottie Jordan Max. 18 students

Sat. Sept. 30 - Nov. 4 9-12:15 p.m.

Prerequisite for this course is knowledge of Windows and wordprocessing. Discover this database management system for the Windows environment. Learn to use tables, finding, editing, query, form and report, and macros. Preregistration is required by September 22, 1995. Text: ACCESS 2.0 FOR WINDOWS by Boyd & Fraser. Bring one high density 3.5" disk.

CEU 114-01 QUICKEN VERSION 3 FOR WINDOWS

Skyland Campus Room 212

1.8 CEU 6 sessions Cost: \$75

Instructor: Pam Stewart Max. 18 students

Sat. Sept. 16 - Oct. 21 1-4:15 p.m.

Quicken is a basic computer spreadsheet program designed to meet the needs of the small business or individual for an accurate bookkeeping system of accounts-credit and debits, reconciling statements, recording checks and deposits, etc. Preregistration is required by September 8, 1995. Text: QUICKEN VERSION 3 FOR WINDOWS by Linda Flanders. Bring one high density 3.5" disk.

CEU 151-01 KEYBOARDING

15th Street Campus Room 103

1.8 CEU 6sessions Cost: \$75

Instructor: Eva Lee Plyler Max. 18 stu.

Sat. Sept. 9 - Oct. 14 9-12:15

Learn to use a keyboard to prepare for data/word processing machines and computers. If you have never had any keyboard or typing training and need to learn in a short period of time, this course is for you. Alphabetic keys, numbers, common symbols will be covered. Drills and exercises will be utilized to give students speed and accuracy. This course will help you to learn the touch system. Preregistration is required by September 1, 1995.

CEU 165-01 ASSEMBLE, UPGRADE, MAINTAIN & TROUBLESHOOT YOUR PC

15th St. Campus Bldg. 1 Room 111

1.8 CEU 6 sessions Cost: \$85

Instructor: Anthony Flannigan Max. 15 stu.

Tues. Sept. 12 - Oct. 17 6-9:15 p.m.

This course demonstrates inexpensive and painless methods for reviving your old, out-of-date PC. Clear, concise instructions will be provided making the upgrade and repair of your system fun and easy. For anyone wishing to own their first computer, this course will allow you to save money and get to know your PC first hand. This course is a must for anyone wishing to truly understand and own a PC. Preregistration is required by September 5, 1995. Text: UPGRADING AND FIXING PC'S FOR DUMMIES by Rathbon.

CEU 166-01 MODERN OFFICE INTEGRATION

15th Street Campus Building 1 Room 111

1.8 CEU 6 sessions Cost: \$85

Instructor: Anthony Flannigan Max. 15 stu.

Tues. Oct. 24 - Nov. 28 6-9:15 p.m.

This hands-on course demonstrates how to assemble high power network servers and low-cost workstations. Disk storage, tape back-up, network topology, printers, print sharing devices, faxes, modems, e-mail, barcode, scanners, and more discussed. No text is required, all materials provided. Preregistration is required by October 17, 1995.

PROFESSIONAL DEVELOPMENT ○○○○

ZENGER-MILLER : SUPERVISION AND LEADERSHIP SKILLS SEMINARS

The Center for Advanced Productivity is proud to present the Zenger-Miller Training - a leadership development training program for managers and supervisors. Zenger-Miller, Inc. is internationally recognized as a leader of skills training programs and services. Over 2000 private and public organizations have implemented Zenger-Miller systems, including half of the Fortune 500. Frontline Leadership: Your Role and the Basic Principles is a prerequisite for all the remaining classes.

ZENGER-MILLER :

CEU 142-01 FRONT LINE LEADERSHIP: YOUR ROLE AND THE BASIC PRINCIPLES

15th Street Campus Building 8 Room 103

Instructor: TBA Max. 15 students Cost: \$75

Tues. Sept. 5 5:30 - 9:30 p.m. Preregister by August 29, 1995

Tues. Sept. 26 5:30 - 9:30 p.m. Preregister by September 19, 1995

15th Street Campus CAP Annex

Thurs. Oct. 19 5:30 - 9:30 p.m. Preregister by October 12

Thurs. Nov. 9 5:30 - 9:30 p.m. Preregister by November 2, 1995

This course gives an overview of the expanding role of supervisors and managers and why the need for their personal skill development has never been greater, overviews the Frontline Leadership program and covers the Basic Principles of maintaining positive work relationships. The principles taught in this course are the building block for all other frontline leadership training. Text: A sixteen dollar text is provided in the cost of the course.

ZENGER-MILLER :

CEU 143-01 GIVING CONSTRUCTIVE FEEDBACK

15th Street Campus Building 8 Room 103

Instructor: TBA Max. 15 students Cost: \$75

Tues. Sept. 12 5:30 - 9:30 p.m. Preregister by September 5, 1995

15th Street Campus CAP Annex

Thurs. Oct. 26 5:30 - 9:30 p.m. Preregister by October 19

Develop your skill at delivering objective, honest feedback in a coherent fashion that will be relevant and useful to employees. Text: A sixteen dollar text is provided in the cost of the course.

ZENGER-MILLER :

CEU 144-01 GETTING GOOD INFORMATION FROM OTHERS

15th Street Campus Building 8 Room 103

Instructor: TBA Max. 15 students Cost \$59

Tues. Sept. 19 5:30 - 9:30 p.m. Preregister by September 12, 1995

15th Street Campus CAP Annex

Thurs. Nov. 2 5:30 - 9:30 p.m. Preregister by October 26

Familiarization and applications of key actions and techniques associated with obtaining good information from others will be covered in this course. Learn the value of good information in making better decisions and how to gather in-depth information efficiently. Text: A sixteen dollar text is provided in the cost of the course.

SHELTON STATE FALL SCHEDULE 1995

C • SHELTON STATE • CONTINUING EDUCATION N

ZENGER-MILLER :

CEU 145-01 GETTING YOUR IDEAS ACROSS

15th Street Campus Building 8 Room 103

Instructor: TBA Max. 15 students Cost: \$59

Tues. Oct. 3 5:30 - 9:30 p.m. Preregister by September 26, 1995

15th Street Campus Cap Annex

Thurs. Nov. 16 5:30 - 9:30 p.m. Preregister by November 9, 1995

This course provides skills that are particularly helpful for explaining tough decisions or complicated, possibly unpopular ideas. Text: A sixteen dollar text is provided in the cost of the course.

ZENGER-MILLER :

CEU 146-01 DEALING WITH EMOTIONAL BEHAVIOR

15th Street Campus Building 8 Room 103

Instructor: TBA Max. 15 students Cost: \$59

Tues. Oct. 10 5:30 - 9:30 p.m. Preregister by October 3, 1995

15th Street Campus CAP Annex

Thurs. Nov. 30 5:30 - 9:30 p.m. Preregister by November 22, 1995

Learn to focus on ways to defuse non-constructive emotional behavior in work situations and how to refocus energies toward positive, productive solutions to issues. Learn to recognize and deal with the anger and frustration of upset employees as well as your own. Text: A sixteen dollar text is provided in the cost of the course.

ZENGER-MILLER :

CEU 147-01 RECOGNIZING POSITIVE RESULTS

15th Street Campus Building 8 Room 103

Instructor: TBA Max. 15 students Cost: \$59

Tues. Oct. 17 5:30 - 9:30 p.m. Preregister by October 10, 1995

15th Street Campus Annex

Thurs. Dec. 7 5:30 - 9:30 p.m. Preregister by November 30, 1995

Build skills beyond giving basic feedback, by incorporating the motivating element of personal appreciation for a job well done. Become familiar with and learn to apply key actions and techniques designed to increase effectiveness.

Text: A sixteen dollar text is provided in the cost of the course.

CHILD DEVELOPMENT CERTIFICATE PROGRAM ○○○○○○○○

26 semester hours

This program is designed to prepare students for employment in preschool programs. Emphasis is placed on developing competency in guiding the experience of preschool children. Graduates may be employed as teacher assistants in public kindergartens, as teachers, or directors in private preschool programs. Required courses for this program include: Introduction to Child Care; Principles of Child Growth & Development; Creative Experiences for the Preschool Child; Children's Literature and Language Development; Methods & Materials of Teaching Preschool Children; Health, Safety and Nutrition for the Young Child; Program Planning for Young Children; and Supervised Practical Experiences. In addition to all required major courses, students must take a technical communication skills course and select from electives.

CHD 100-01 INTRODUCTION TO CHILD CARE 15th Street Campus Building 1 Room 109

Instructor: Jan Laird 3 credit hours Cost: \$109

Tues. Aug. 29 - Dec. 15 5:30 - 8:30 p.m.

The six functional areas of Child Development Associate (CDA) training will be covered in this course. Learn of the role and responsibilities of preschool teachers including maintaining a healthy and safe environment, classroom organization, discipline techniques and strategies. Preregistration is required by Aug. 22, 1995. Text: TBA

CHD 102-01 CREATIVE EXPERIENCES FOR THE YOUNG CHILD

15th Street Campus Building 1 Room 109 Instructor: Jan Laird 3 credit hours \$109

Wed. Aug. 23 - Dec. 13 5:30 - 8:30 p.m.

Learn to select and develop creative experiences in the preschool program. Utilizing the language arts through music including singing & records foster creativity in preschool children. Become sensitive to the developmental expectations for preschoolers, the values and purposes of creative activities and the importance of the creative attitude of teachers. Schedules, observations, and participation with preschoolers are required. Preregistration is required by August 22, 1995. Text: TBA

CHD 103-01 CHILDREN'S LITERATURE AND LANGUAGE

15th Street Campus Building 1 Room 109 Instructor: Jan Laird 3 credit hours \$109

Thurs. Aug. 24 - Dec. 14 5:30 - 8:30 p.m.

Learn to enhance children's speaking, listening, per-reading, and writing skills through learning appropriate literature and language arts activities designed to enhance these areas. Schedules, observations, and participation with preschoolers are required. Preregistration is required by August 22, 1995. Text: TBA

CEU NURSING CONTINUING EDUCATION - ANNUAL CENTS WORKSHOP

15th St. Campus Bldg. 11 Auditorium \$25

Tuesday, November 14 6-9 p.m. .3 CEU

The Annual CENTS (Continuing Education for Nurses in Today's Society) Workshop will focus on geriatric care. Presenters Sharon W. Reed and Nora Lee Fanning will provide lectures regarding Dementia 101, Drug Therapy in the Elderly, and Generalized Care of the Elderly. Preregistration is required by November 7, 1995.

CEU 131-01 BEGINNING CONVERSATIONAL GERMAN

15th Street Campus Building 1 Room 102

1.8 CEU - 9 sessions Cost: \$59

Instructor: Meike Stahmer

Tues. Aug. 22 - Oct. 17 6:30 - 8:45 p.m.

Learn to speak German from a native speaker. Join us for nine sessions of basic instruction to learn useful expressions and phrases and absorb information about the culture of countries where German is spoken. German pronunciation, alphabet and vocabulary are presented in lessons regarding business, restaurants, the home, at the bank, shopping, and more. Preregistration is required by August 15, 1995. Text: COMMUNICATING IN GERMAN: NOVICE - ELEMENTARY LEVEL by Lois Feuerle and Conrad J. Schmitt.

CEU 166-01 PROFESSIONAL BUSINESS COMMUNICATIONS

15th Street Campus Bldg. 1 Room 102

.6 CEU - 4 sessions Cost: \$98

Instructor: Kathleen Buchanan

Tues. Sept. 19 - Oct. 10 6:30 - 9 p.m.

Fine-tune your business communications technique for clarity, courtesy, and concision. Highlight goals, standards, styles, and forms for professional communications including internal and external letters, reports, memorandums, e-mail, voice mail, formal and informal presentations, etc. Learn quick ways to boost your writing and speaking authority, plus easy tips for avoiding the most common communications errors. Address the impact of EEOC legislation on writing in the 90's workplace, including revision of gender exclusive language as a means to reduce professional exposure and convey a more progressive corporate image. "A must for independent business people, proactive managers, and extropective executives." Preregistration is required by September 12, 1995. Text: HOW 7 (Seventh Edition), copyright 1995.

CEU 155-01 INTERMEDIATE CONVERSATIONAL GERMAN

15TH St. Campus Bldg. 1 Room 102

1.6 CEU - 8 sessions Cost: \$59

Instructor: Meike Stahmer

Tues. Oct. 24 - Dec. 12 6:30 - 8:45 p.m.

Beginning Conversational German or the equivalent is a prerequisite for this course that builds upon the basic knowledge obtained in the beginning course. Vocabulary and grammar are expanded for travel, reading comprehension, and conversational ability. This course may be of interest to people with some previous knowledge of the German language. Preregistration is required by October 17, 1995. Text: COMMUNICATING IN GERMAN: NOVICE - INTERMEDIATE LEVEL by Lois Feuerle & Conrad Schmitt.

CEU 121-01 BEGINNING CONVERSATIONAL SPANISH

Skyland Campus Room 232 10 sessions

Instructor: Maria Balderas Cost: \$59

Sat. Sept. 9 - Nov. 11 10 - 12:15 p.m.

"Si", you can speak Spanish! In this practical course, you will gain a background in grammatical structures, vocabulary, and phonetics. You will practice phrases used in everyday Spanish conversation for business and travel while learning about the culture of Spanish speaking countries. Preregistration is required by September 1, 1995. Text: CONVERSATIONAL SPANISH by Barbara B. Saloom

CEU 105-01 BASICS IN FLORAL DESIGN

15th St. Campus Bldg. 11 Auditorium

1.2 CEU - 6 sessions Cost: \$55

Instructor: Randy Howell

Tues. Sept 5 - Oct. 10 6 - 8:15 p.m. Max. 20

This course will teach you basic principles in floral design including balance, stability, proportion, rhythm, and harmony as well as the elements of line, form, and texture. Information regarding containers, conditioning, and handling will assist in the development of outstanding technique in floral design. The first class will be an informational demonstration. In each remaining session, participants will receive guidance in the design of their own floral creation. All supplies for the class are in addition to the cost of the course. Preregistration is required by August 29, 1995.

CEU 135 CHRISTMAS FLORAL DESIGN

15th St. Campus / Victor Poole Learning Ctr.

Auditorium 1.2 CEU - 6 sessions Cost: \$55

Instructor: Randy Howell

Tues. Oct. 24 - Nov. 28 6-8:15 p.m. Max. 20

Get in the Christmas spirit early with this class filled with holiday decorating ideas. Continue to develop the basic principles in floral design and produce marvelous decorating results. Classes include observation and hand-on experience in decorating with floral techniques. Register early to assure your place in this class. Preregistration is required by October 17, 1995.

CEU 127-01 BEGINNING CALLIGRAPHY

15th Street Building 1 Room 202

1.2 CEU - 6 sessions Cost: \$59

Instructor: Carol Kendrick

Thurs. Sept. 14 - Oct. 19 6 - 8:15 p.m.

This class is an introduction to "beautiful writing" as a creative expression of the written word and is taught using the italic calligraphy style of lettering. This beginning level course provides instruction for mastery of spacing, form and style. No previous experience is necessary. Each class will involve practice of the strokes being taught. By the last class, each student will have a finished piece of calligraphy suitable for framing. Preregistration is required by August 31, 1995. Supplies: 2 felt tip calligraphy pens 2.5 mm; 2 felt tip calligraphy pens 3.5 mm; 1 calligraphic practice pad (50 sheets); 1 pkg. typing paper; 1 box tissue; choose 1 of the following: a. Sheaffer calligraphy cartridge pen with B nib, b. 1 Brause Chisel Edge Lettering pen (Dip Pen), c. 1 Mitchell Round Hand Pen (Dip Pen), d. 1 Osmiroid Calligraphy Cartridge Pen with nibs, e. 1 Platinum Calligraphy Cartridge Pen with nibs. If using a dip pen, ink will be needed.

CEU 134-01 SPEED READING

Instructor: Dr. Charlene True

.6 CEU - 6 sessions Cost: \$55

15th Street Campus Room 202

Mon./Wed. Oct. 2 - Oct. 18 6 - 7 p.m.

Develop skills to increase your reading speed and improve your comprehension, vocabulary and self confidence. Learn to overcome sub-vocalization, expand your span of vision and direct the flow of visual attention. Home study and practice enhance this course. Preregistration is required by September 25, 1995.

CEU 130-01 BEGINNING SIGN LANGUAGE

Instructor: Kay Perry

1.6 CEU - 8 sessions Cost: \$59

15th Street Campus Building 1 Room 102

Mon Aug. 28 - Oct. 23 6:00 - 8:15 p.m.

This sign language series offers you the opportunity to learn to communicate in the language used by America's 4 million hearing impaired persons. The beginning conversational class introduces you to finger spelling, vocabulary, and fluency through hand shapes, facial expressions, body language and mime in addition to providing a taste of deaf culture. Students should complete this class with receptive and expressive practical elementary communication skills of Sign Language Continuum. Preregistration is required by August 21, 1995. Text: THE JOY OF SIGNING by L. Riekehof

SHELTON STATE FALL SCHEDULE 1995

C • SHELTON STATE • N CONTINUING EDUCATION

CEU 156-01 INTERMEDIATE SIGN LANGUAGE

15th St. Campus Building 1 Room 102

Instructor: Vickie Brown

1.6 CEU - 8 sessions Cost: \$59

Mon. Oct. 30 - Dec. 18

Prerequisite for this course is a beginning sign language class. This class will continue to develop finger spelling, expand vocabulary, and increase the fluency and confidence in communication and translation. Preregistration is required by October 23, 1995. Text: THE JOY OF SIGNING by L. Riekehof.

CEU 163-01 INTRODUCTION TO COSTUME JEWELRY DESIGN & REPAIR

15th Street Campus Room 204

1.2 CEU - 6 sessions Cost: \$55

Instructor: Ilene Combs Blanco

Mon. Sept. 18 - Oct. 23 6:30 - 8:45 p.m.

This beginning jewelry design and repair course includes construction and repair techniques for dangling and hoop earrings, stringing techniques for bracelets and necklaces, and applications for jewelry-trade techniques. We will not cover sautering or more specialized styles of design, but you will be taught the skills necessary to create and repair an endless array of jewelry! Preregistration is required by September 4, 1995. Text: FLASH JEWELRY MAKING AND REPAIR TECHNIQUES by Therese Spears. A supply list is provided upon registration for the course.

YOUTH PROGRAMS ○○○○○○○○

CEU 167-01 PREPARING FOR THE ACT

Skyland Campus Room 206

1.5 CEU - 5 sessions 25 Max. students

English Instructor: Kathleen Buchanan

Math Instructor: TBA

Sat. Sept. 16 - Oct. 14 9-12 noon Cost: \$60

Gain self-confidence and eliminate test-taking weaknesses in this intensive review of English and mathematics in preparation for the ACT. Preregistration is required by September 8, 1995. Text: BARRON'S ACT (mandatory).

CEU 169-01 HUNTER EDUCATION & SAFETY

Skyland Campus Room 305 6 sessions

Instructor: TBA Ages 10 & up

Sat. Sept. 9 - Oct. 14 10 - 12 Cost: \$15

Learning hunter safety and proper procedures to assure your enjoyment, success, and most of all your safety. Receive instruction in firearms, ammunition, proper gun handling, hunter ethics and responsibilities, game identification, game laws, seasons, and bag limits. Young people who are learning the basics of hunting find this course essential. Do not bring your gun with you for this class. The Instructor will be demonstrating gun safety. You receive a certificate with completion of this course.

PERSONAL INTEREST DEVELOPMENT ○○○○○○

CEU 123-01 BASICS FOR INTERIOR DECORATING

15th Street Campus Bldg. 1 Room 111

1.6 CEU - 8 sessions Cost: \$59

Instructor: Shea Carpenter

Thurs. Aug. 24 - Oct. 12 6 - 8:15 p.m.

This class is designed to provide information and guidance in the decoration of your home with basic decorating techniques including style, color and design. Floor and wall coverings, window treatments, lighting, and accenting of your rooms are among the topics included in the course. Participants will be involved in a decorating project of a three bedroom / two bath home, including the selection of all colors, floor and wall coverings, appliances, fixtures, etc. Preregistration is required by August 17, 1995.

CEU 153-01 HANDS-ON APPROACH TO INTERIOR DECORATING

15th Street Campus Building 1 Room 111

1.6 CEU - 8 sessions Max. 20 stu.

Instructor: Shea Carpenter

Thurs. Oct. 19 - Dec. 7 6 - 8:15 p.m. Cost: \$59

If you are a "do-it-yourself" person, this class is for you! Get involved in a hands-on activity to teach the art of wallpaper hanging, wall preparation, basic painting techniques for your home, the do's and don'ts of wallpapering and painting and trouble-shooting. This class will prepare you to do the work, purchase needed supplies and get the job done. A \$10 fee is charged for supplies for this course. Preregistration is required by October 12, 1995.

CEU 165-01 CHRISTMAS IS WHAT YOU MAKE IT

Skyland Campus Cost: \$25 for 2 sessions

Saturday, November 4 9 - 1 p.m.

Trim-A-Tree Room 134

Holiday Decorating Ideas Room 235

Ceramic Christmas Ornaments Room 236

Sweatshirt Gift Ideas Room 239

Entertaining Made Easy Room 241

Christmas Jewelry Room 231

Local experts will share secrets for making holiday gifts and decorations in a series of two hour workshops. The fee is \$20 for two sessions or \$15 for one. Preregistration is required by October 27, 1995. Supply charges are not included in the session cost.

CEU 122-01 BEGINNING WATERCOLOR PAINTING

Skyland Campus Room 134

1.4 CEU - 7 sessions Cost \$59

Instructor: John Tilley

Thurs. Aug. 31 - Oct. 12 6:30 - 8:45 p.m.

This course will familiarize students with the basic materials and techniques used in watercolor painting. A series of structured exercises will develop manual, perceptual, and expressive skills in techniques for seascapes, landscapes, rustic scenes and florals. A supply list is provided upon registration for the class. Preregistration is required by Aug. 17, 1995.

CEU 157-01 INTERMEDIATE WATERCOLOR PAINTING

Skyland Campus Room 134

1.4 CEU - 7 sessions Cost: \$59

Instructor: John Tilley

Thurs. Oct. 19 - Dec. 7 6:30 - 8:45 p.m.

The technique of watercolor painting will be continued as the participants more clearly define their style through seascapes, landscapes, rustic scenes, florals and still lifes. Participants will only need to replenish used supplies. Beginning Watercolor Painting or the equivalent is a prerequisite for this course. Preregistration is required by October 5, 1995.

CEU 124-01 BEGINNING PHOTOGRAPHY

15th Street Campus Room 111 6 sessions

Instructor: Dennis Hall Cost: \$55

Mon. Sept. 11 - Oct. 16 6 - 8:15 p.m.

You will be introduced to photography including analysis and discussion of photographic equipment and techniques, cameras, lenses, films, filters, light meters, and artificial light sources. Develop your basic technique, visual skills and gain confidence in your photographic ability. Preregistration is required by September 1, 1995.

CEU 164-01 COUNTRY/WESTERN LINE DANCE

Skyland Campus Room 407 6 sessions

Instructor: Alice Hagler Cost: \$30

Tues. Sept. 12 - Oct. 17 7-8:30 p.m.

Fill up your dance card. Come join the fun and music while learning the Smooth, Boot Scootin' Boogie, Tush Push, Stray Cat Strut, Six Corner, Baby Rock-It, Watermelon Crawl, Ski-Bumpus, Cotton Eyed Joe, and Bump in the Dark. Preregistration is required by September 5, 1995.

CEU 170-01 SOCIAL DANCE

Skyland Campus Room 406 10 sessions

Instructor: Ron Meyer Cost: \$49

Mon. Sept. 11 - Nov. 13 7-8:30 p.m.

Ten basic dances will be taught during this course to include Fox Trot, Waltz, East Coast Swing, Rumba, Cha-Cha, Tango, Slow Rock, and Hustle. A variety of musical selections ranging from classical to country/western will be used to accompany the learning of steps. Preregistration is required by September 1, 1995.

CEU 168-01 BEGINNING CERAMICS

Inca's Ceramics 3615 University Blvd. E.

6 sessions Cost: \$55

Instructor: Shirley Morris

Mon. Sept. 11 - Oct. 16 6 - 8:15 p.m.

This course will teach the ceramics techniques including cleaning greenware, majolica, one strokes, dry brush, graze, and lladro. Cleaning supplies, glazes, brushes, and greenware supplies must be purchased in addition to the cost of the course. A complete supply list will be provided upon registration. Preregistration is required by September 1, 1995.

MONEY MATTERS ○○○○○○

FINANCIAL PLANNING & MONEY MANAGEMENT

15th Street Campus Building 1 Room

Instructor: Paul Ray

Tue./Thurs. September 19-28, 1995 6-7 p.m. Cost: \$59

Learn to build a stable foundation for financial independence by putting your dollars to work for you. This course will teach you effective ways to take advantage of your earning years, reduce taxes, save and invest more, structure your investments, reduce insurance costs, and retire financially secure. Topics include investing - the road to success, goal setting, planning for emergencies, insurance coverage, retirement planning, income tax planning, estate planning and education planning. Also included is information regarding market funds, stocks & bonds, and other investments. Preregistration is required by September 12, 1995. Text: Provided in course cost.

SHELTON STATE FALL SCHEDULE 1995

THE CENTER FOR AVANCED PRODUCTIVITY NOW OFFERS INDUSTRIAL MAINTENANCE TECHNOLOGY PROGRAM

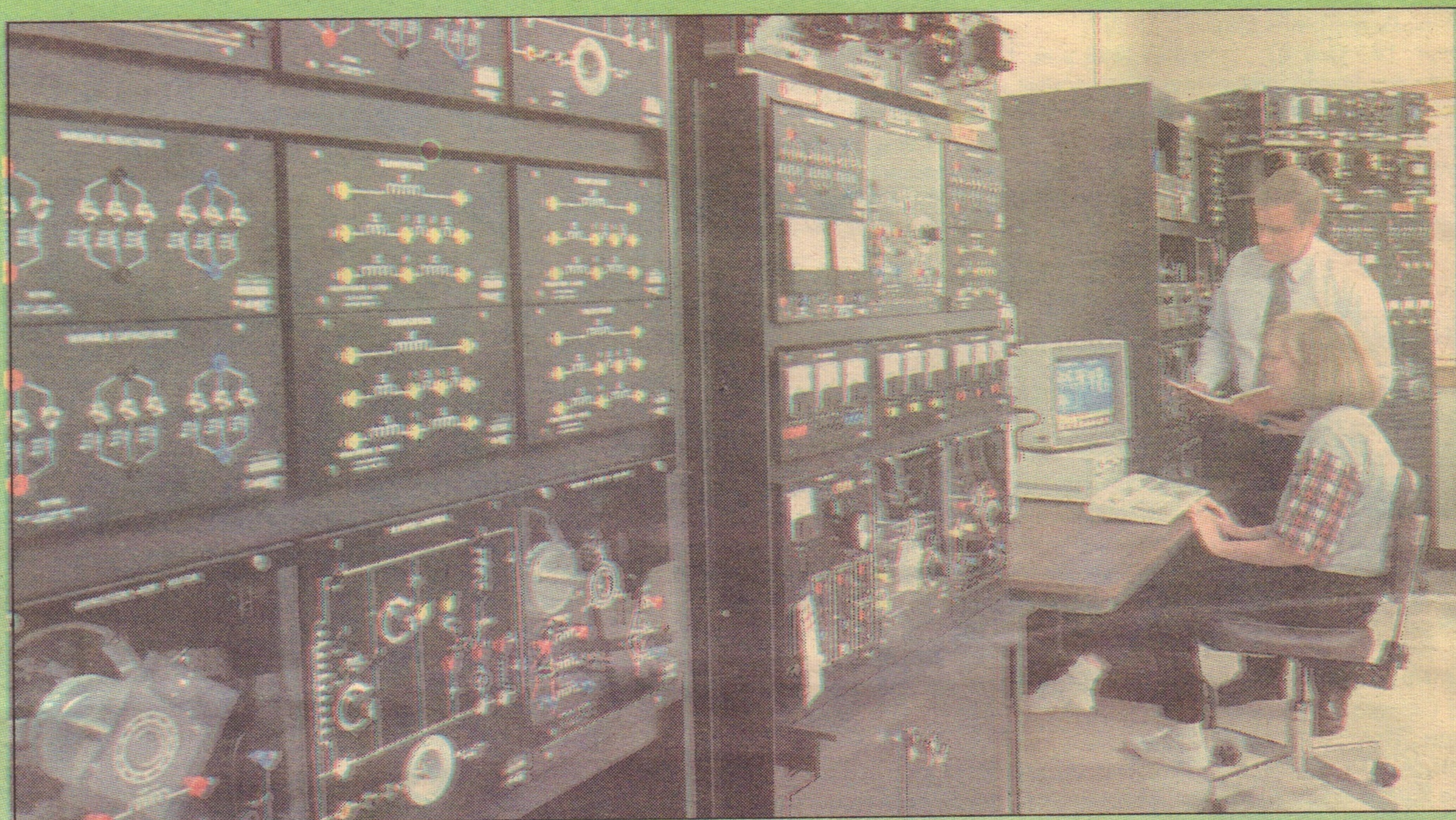
The Center for Advanced Productivity (CAP) has developed an exclusive program for Alabama industry. Industrial Maintenance Technology (IMT) is a selection of courses needed by plant maintenance personnel to enhance existing skills or to support multi-skilled and cross training programs. Industrial Maintenance Technology courses are open only to company-sponsored personnel.

Course structure and content have been carefully assembled with the suggestions of an advisory committee consisting of members from West Alabama industries. The Center for Advanced Productivity can also design courses to meet company specifications. Industrial Maintenance Technology labs are equipped with state-of-the-art training equipment and "hands-on" training is maximized in all courses. All classes are taught by instructors with field experience.

For more information, call (205) 391-2434.

AVAILABLE IMT COURSES

- * Math for Industrial Technicians
- * Precision Measurement
- * Geometric Dimensioning and Tolerances
- * Blueprint Reading
- * Fundamentals of Pipefitting and Welding
- * Principles of Industrial Hydraulics
- * Applied Principles of Industrial Hydraulics
- * Principles of Industrial Pneumatics
- * Applied Principles of Industrial Pneumatics
- * Fundamentals of Industrial Electricity
- * Industrial Electrical Control
- * Introduction to Programmable Controllers
- * Applied Principles of Programmable Controllers (SLC-150, SLC-500, PLC-5)
- * Statistical Process Control
- * ISO 9000
- * Company requested courses



SHELTON STATE COMMUNITY COLLEGE OFF-CAMPUS PROGRAM

For information, please call 1-800-239-7722

EUTAW-BRANCH HEIGHTS COMMUNITY CENTER

1995 FALL REGISTRATION: August 7&8

4-6 p.m.

CLASS/SECTION	TITLE	C	TIME	DAY	LOCATION/ INSTRUCTOR
CIS 102-25	Intro. to Comp. Science	3	6 - 9 p.m.	M	Eutaw/Staff
CIS 285-25	Comp. Mgt. Info Systems	3	6 - 9 p.m.	T	Eutaw/Staff
ENG 093-25	Dev. English III	4	5:30 - 9:30 p.m.	R	Eutaw/Staff
ENG 101-25	English Comp. I	3	6 - 9 p.m.	T	Eutaw/Staff
MTH 092-25	Dev. Algebra II	4	5:30 - 9:30 p.m.	T	Eutaw/Staff
MTH 109-25	Inter. College Algebra	3	6 - 9 p.m.	R	Eutaw/Staff
RDG 083-25	Dev. Reading I	4	5:30 - 9:30 p.m.	M	Eutaw/Staff
PSY 200-82	General Psychology	3	9:30 - 10:45 a.m.	TR	311 Sky/Staff Eutaw/Telecourse
PSY 210-82	Human Growth & Dev.	3	5:30 - 8:30 p.m.	W	311 Sky/Staff Eutaw/Telecourse

(LEGEND: M=MONDAYS, T=TUESDAYS, W=WEDNESDAYS, R=THURSDAYS, F=FRIDAYS)